



Vermont Department of Labor Workshops

March 7, 2014 from 9:00-4:00 (Registration 8:30-9:00)

Location: Sheraton Hotel & Conference Center

870 Williston Road, South Burlington, VT

The Vermont Department of Labor will be presenting a series of informative job-related workshops throughout the day. The Workshop registrations will begin at 8:30am, with the first workshop starting at 9:00am. The following workshops will be available for you to attend:

Career Assessment Workshop:

Why do some people have careers that they really enjoy and are successful at? How do you find one? Get the tools you need to explore the career options that match your unique perspective and long term goals. Learn about the pathways that will help you to successfully reach those goals. Start down that path today.

Interviewing Skills:

Job interviewing can be challenging and can be stressful at times. You are meeting new people, selling yourself, your skills, and often getting “grilled” about what you know or don't know. We will present job interviewing tips to help you prepare to effectively interview. Proper preparation helps alleviate some of the stress involved in the interviewing process. With better preparation and additional skills, we will help you to become comfortable when interviewing.

Excellence in Resume Writing:

The *Excellence in Resume Writing* workshop delivers practical, ready-to-use resume writing tips to enhance your competitiveness in finding employment. The Workshop will cover some basic how-to's of resume writing. It will also provide an in-depth explanation of some organizational techniques you can use to effectively market your skills and work experience to employers. This workshop will also show you a variety of resume styles to help get your resume noticed.

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